

## **COMMUNITY DEVELOPMENT ADVISORY COMMISSION UNAPPROVED MEETING MINUTES**

**DATE:** Wednesday, January 17, 2018

**TIME:** 5:30 p.m.

**PLACE:** Crescent Community Health Center Conference Room

Chairperson Rev. Lindsay James called the meeting to order at 5:32 p.m., following staff assurance of compliance with Iowa Open Meeting Law.

<b>Commissioners Present:</b>	Dean Boles Sara Burley Gerald Hammel Michelle Hinke	Julie Woodyard Rev. Lindsay James
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<b>Commissioners Absent:</b>	Theresa Caldwell	Tom Wainwright
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<b>Staff Present:</b>	Erica Haugen Kris Neyen Jerelyn O'Connor	Sarah Bennett
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<b>Public Present:</b>	Mary Rose Corrigan Eric Dregne
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### **Oath of Office**

Commissioner Gerald Hammel read his Oath of Office.

### **Certification of Minutes**

Commissioner Woodyard moved to approve the December 20, 2017 Commission meeting minutes as submitted. Commissioner Hinke seconded. Roll call. All present in favor. Motion passed.

### **Correspondence / Public Input**

None

### **Old Business**

None

### **New Business**

#### **Public Hearing: Annual Action Plan**

Commissioner Hinke moved to open the public hearing. Commissioner Boles seconded. Roll call. All present in favor. Motion passed.

Erica Haugen, CDBG/HCV Supervisor, explained the proposed amendment to the FY2019 plan. The plan allocates carry-over funds from FY 2018 in the amount of: \$936,866 for Housing Programs and \$279,380 for Neighborhood and Community Development Programs. Haugen also explained that due to differences in the City and HUD Timelines for approving plans, the plan included in the City Budget is likely to differ from the plan that will be submitted to and approved by HUD. The plan that will be submitted to and approved by HUD will likely include carry-over amounts from unspent funds in the Fiscal Year 2018 Budget. The City Budget will be amended to reflect the plan submitted to HUD during the regular budget process.

Let the record show no public was present to speak before the Commission.

Commissioner Hinke moved to close the public hearing. Commissioner Burley seconded. Roll call. All present in favor. Motion passed.

Chairperson Hinke brought this item back to the table for discussion.

Commissioner Woodyard moved to approve the FY2018 CDBG Annual Action Plan. Commissioner Hinke seconded. Roll call. All present in favor. Motion passed.

#### **FY18 Annual Action Plan Public Hearing**

Commissioner Baumhover motioned to open the hearing. Commissioner Boles seconded. Roll call. All present in favor. Motion passed. Meeting open. Erica Haugen discussed the FY18 Annual Action Plan. This is the initial submission to HUD due to the late HUD appropriation this year. This plan takes the approved Annual Action Plan that was submitted with the budget proposal and adds funds that were committed in FY17. Funds that are being carried over for the same use and funds that were unallocated. The recommended plan is available for review and comment on the website. Commissioner James had some questions regarding the changes from the International Property Code inspection changes. She wanted to know how our enforcement is doing. Erica offered explanations on the progress of the inspection process currently. Only 15% of our rental units are in the low to moderate income area. Commissioner Boles had questions regarding the First-Time Homebuyer programs and the opportunities available. Commissioner Baumhover motioned the close the hearing. Commissioner Boles seconded. Roll call. All present in favor. Motion passed.

Commissioner Boles motioned to approve the FY18 Annual Action Plan. Commissioner Baumhover seconded. Roll call. All present in favor. Motion passed.

#### **FY17 CAPER Public Hearing**

Haugen explained to the Commission that the FY17 CAPER is not complete and requested the Commission re-schedule the Public Hearing for February 21, 2018.

Commissioner Boles motioned to re-schedule the FY17 CAPER Public Hearing for February 21, 2018. Commissioner Burley seconded. Roll call. All present in favor. Motion passed.

## **Homeowner Rehabilitation Loan Request**

Kris Neyen, Housing Rehabilitation Supervisor, brought two Homeowner Rehabilitation Loans for the Commission to review and approve. Neyen explained loans are only submitted for the Commission to review and approve if the loan exceeds loan limits, and have received prior approval of the Department Director.

### **1. St. John Drive, <30% Median Income, Loan: \$43,000; 0% interest, due on sale**

The Housing Rehabilitation Program requests to use funds for: new roof, gutters and siding; new furnace, water heater and central air; new electrical panel; concrete replaced; repair existing water damage in the basement and install new drain tiling system, with sump pump backups.

Commissioner Hinke motioned to approve the Homeowner Rehabilitation Loan Request for St. John Dr. Commissioner Woodyard seconded. Roll call. All present in favor. Motion passed.

### **2. Ries Street, <80% Median Income, Loan: \$47,000, 0% Interest, \$60.00 Payment**

The Housing Rehabilitation Program requests to use funds for: new roof, gutters and downspouts; tuckpointing around foundation; new flooring; new kitchen cabinets and countertops, electrical deficiencies; repair all water damage caused by roof leak, including walls, ceiling and flooring; basement ceiling and broken windows.

Commissioner Boles motioned to approve the Homeowner Rehabilitation Loan Request for Ries St. Commissioner Burley seconded. Roll call. All present in favor. Motion passed.

## **Applications for Community Development Block Grant Funding**

Haugen received two applications for Community Development Block Grant Funding to bring to the Commission. The applications filed are for CDBG Funding for The Visiting Nurses Association (VNA), and Crescent Community Health Clinic. Since neither project has completed an Environmental Review (Funding cannot be committed until a Environmental Review is complete) Haugen requested the Commission receive, file, and request staff work with the applicants to complete the environmental review and make a recommendation for funding, with the necessary plan revisions, for the February 2019 CDAC meeting.

Commissioner Boles motioned to receive and file the application for CDBG funding for the VNA. Commissioner Hinke seconded. Roll call. All present in favor. Motion passed.

Commissioner Boles motioned to receive and file the application for CDBG funding for the Crescent Community Health Center. Commissioner Burley seconded. Commissioner Woodyard obtained. Roll call. All present in favor. Motion passed.

## **Reports**

### **Housing Commission Report**

None

### **Resiliency Commission Report**

Commissioner Boles reported that the Resiliency Commission had updated the application for the sustainable grants as well as working with Imagine Dubuque to get a star community rating.

### **Housing and Community Development Reports**

Kris Neyen, Housing Rehabilitation Supervisor, went over her monthly report. She reported several updates including the decision to deconstruct 2407 Queen St. Neyen is hoping to appeal the decision to reconstruct the home identically to the former building. She also stated that they had interest and pending offers on several Community Housing Initiative Homes that are expected to be finished throughout 2018.

### **Neighborhood Development Reports**

Jerelyn O'Connor, Neighborhood Development Specialist shared information regarding a series of new meetings that connect all the neighborhood Associations together to address concerns each group has. O'Connor explained that the meetings were a way to create communication between the neighborhood associations and the City Departments to discuss what we are doing to better our community.

### **Information Sharing**

#### **Crescent Community Health Center Tour**

Commissioner Woodyard welcomed any commission member to stay after and tour the new facilities location.

### **Adjournment**

There being no further business to come before the Commission, Commissioner Boles moved to adjourn. Commissioner Hammel seconded. Motion passed by voice vote. Meeting was adjourned at 7:06 p.m.

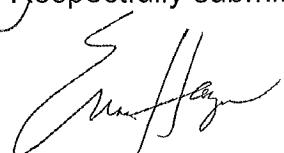
Minutes transcribed by:

Sarah Bennett

Secretary



Respectfully submitted by:



Erica Haugen

City of Dubuque CDBG/HCV Supervisor